

**2014**  
**ADOPTED BUDGET**  
**CLASSIFICATIONS OF AUTHORIZED COUNTY POSITIONS**

**COUNTY ADMINISTRATOR (3 FT)**

1 County Administrator  
 1 Administrative Secretary  
 \*\*\* 1 Management Analyst

**CENTRAL SERVICES (7 FT)**

1 Maintenance Director  
 1 Building Maintenance Worker II  
 1 Building Maintenance Worker I  
 3 Custodian  
 1 Central Services Worker

**CHILD SUPPORT AGENCY (11 FT, 1 student)**

1 Child Support Director  
 5 Enforcement Specialist I/II  
 2 Legal Assistant  
 2 Financial Support Specialist (1 funded PT)  
 1 Administrative Assistant II  
 1 Co-op Student

NOTE: 2 Assistant Corporation Counsel budgeted in CSA, but authorized in Corporation Counsel budget

**CLERK of COURTS (29 FT, 2 PT, 8 SE)**

1 Clerk of Circuit Court, Also appointed Register in Probate  
 2 Lead Deputy Clerk  
 \*\*\* 1 Lead Deputy Clerk  
 1 Deputy Register in Probate/Lead Juvenile Clerk  
 2 Deputy Court Clerk III  
 14 Deputy Court Clerk I/II (13 FT, 1 PT)  
 1 Deputy Register in Probate/Court Clerk II  
 3 Judicial Assistant  
 2 Circuit Court Commissioners (1 FT also sm. claims/other circuit court duties)  
 2 Mediator/Custody and Placement Evaluator  
 1 Legal Secretary  
 1 Administrative Assistant I (FCC) (PT) (previously unfunded)  
 4 Judge (SE)  
 4 Circuit Court Reporter (SE)  
 \*\*\*\* Eliminate Student hours (1200 hours)

**CORONER (2 PT, OPTs)**

1 Coroner (PT)  
 1 Chief Deputy Coroner (PT)  
 Pool of Occasional part-time Deputy Coroners, as needed

**CORPORATION COUNSEL (5 FT)**

1 Corporation Counsel  
 3 Assistant Corporation Counsel  
 1 Paralegal II

**COUNTY BOARD (30 PT, 1 intern)**

30 County Board of Supervisor (PT)  
 1 Communications Intern

**COUNTY CLERK (3 FT, OPTs)**

1 County Clerk  
 1 Chief Deputy County Clerk  
 1 Administrative Ass't II/ Deputy Elections Clerk (Funded PT)  
 Election Pool Assistance (OPT – 300 hours)

**COUNTY TREASURER (2.5 FT)**

1 County Treasurer  
 1 Deputy Treasurer  
 .5 Assistant Deputy Treasurer (FT shared with Land Information Office)

**DISTRICT ATTORNEY (11 FT, 5.3 SE)**

1 District Attorney (SE)  
 4.3 Assistant District Attorney (SE)  
 1 Office Manager  
 6 Legal Secretary  
 1 Victim Witness Coordinator  
 1 First Offender Program Director  
 1 Justice Computer Specialist  
 1 Paralegal II

**ECONOMIC DEVELOPMENT (1 FT, 1 PT)**

1 Economic Development Director  
 1 Administrative Assistant II (PT)

**EMERGENCY MANAGEMENT (1.4 FT)**

1 Emergency Management Director  
 .4 Program Assistant (Shared FT with Parks)

**FAIR PARK (5 FT, 3 OPT, 4 Seasonal, 15-20 Fair Week staff)**

1 Fair Park Director  
 1 Fair Park Supervisor  
 1 Administrative Specialist I  
 1 Administrative Assistant I  
 1 Office Assistant (Seasonal)  
 1 Maintenance Worker  
 1 Laborer (Seasonal)  
 3 Grounds Worker (OPT, 1000 hours)  
 2 On-site Caretaker (6 mo.)  
 Fair Time Staff (15-20)

**FINANCE DEPARTMENT (4FT, 1PT)**

1 Finance Director  
 1 Assistant Finance Director  
 1 Accounting Specialist II (PT)  
 2 Accounting Specialist I

**HEALTH DEPARTMENT (16 FT, 4 PT, OPTs)**

1 Director/Health Officer  
 1 Public Health Program Manager  
 8 Public Health Nurse (6 FT, 2 PT)  
 1 Licensed Practical Nurse - Clinic  
 1 WIC Project Director Supervisor  
 3 Administrative Assistant II  
 1 Accounting Specialist II  
 1 Public Health Technician  
 2 Licensed Practical Nurse – Jail (1FT and 1 PT)  
 1 WIC Registered Dietetic Technician (PT)  
 Occasional PT RN's, Public Health Nurses, Jail Nurse, Public Health Technicians and WIC Peer Counselors, as needed

**HIGHWAY (57 FT, pool of seasonal workers)**

1 Highway Commissioner  
 1 Operations Manager  
 1 Fleet Manager  
 1 Accounting Manager  
 1 Patrol Superintendent  
 1 Heavy Maintenance Superintendent  
 1 Operations Superintendent  
 2 Accounting Specialist I  
 1 Bridge Crew Foreman  
 1 Highway Foreman  
 1 Grade Crew Foreman  
 1 Sign Foreman  
 4 Equipment Mechanic II  
 1 Equipment Parts Person  
 1 Welder Fabricator  
 30 Highway Worker  
 7 Equipment Operator  
 \* 1 GIS/Engineering Technician  
 Seasonal Positions (2,800 hrs)  
 \*\*\*\* Eliminate 1 Equipment Operator

**HUMAN RESOURCES (5 FT, 1 PT)**

1 Human Resources Director  
 1 Benefits Administrator  
 1 Human Resources Specialist  
 \*\*\* 1 Human Resources Associate  
 \*\*\*1 Volunteer Services Coordinator  
 \* 1 Safety Coordinator (PT)

**HUMAN SERVICES (148 FT, 13 PT)****ADMINISTRATIVE SERVICES DIVISION**

1 Director of Human Services  
 1 Administrative Services Manager  
 1 Office Manager  
 1 Maintenance Supervisor  
 3 Accounting Specialist II  
 1 Accountant I  
 1 Accountant II  
 1 Advanced Accountant  
 1 Administrative Assistant II  
 1 Lead Custodian  
 2 Custodian (PT)  
 1 IT Specialist/Compliance Officer  
 1 Protective Payee  
 2 Building Maintenance Worker I  
 6 Administrative Assistant I  
 1 Medical Office Assistant  
 1 Financial Intake Worker

**ADRC AND AGING SERVICES DIVISION**

1 Aging and Disability Resources Division Manager  
 1 ADRC Supervisor  
 2 Elder Benefits Specialist (1FT, 1PT)  
 1 Disability Benefit Specialist  
 1 Home Delivered Meal Assessor (PT)  
 5 Nutrition Site Manager (PT)  
 1 Nutrition Program Coordinator  
 1 ADRC Paraprofessional  
 1 Transportation Coordinator/Van Driver  
 1 Van Driver  
 2 Adult Protective Services Case Manager  
 1 Aging & Disability Resource Specialist II  
 3 Aging & Disability Resource Specialist I  
 1 Dementia Care Specialist  
 \*\*\*\* 1 Nutrition Site Manager (PT), previously unfunded

**BEHAVIORAL HEALTH DIVISION**

1 Mental Health/AODA Supervisor  
 1 Community Support Program Supervisor  
 1 Comprehensive Community Services Supervisor  
 7 Behavioral Health Specialist  
 5 Comprehensive Community Services Facilitator  
 \* 2 Comprehensive Community Services Facilitator (eff 7/1/14)  
 1 Group Home Supervisor  
 1 Mental Health Technician  
 6 Group Home Worker (4 FT 2 PT)  
 1 Administrative Assistant II  
 1 Jail Case Manager/Behavioral Health Specialist  
 11 Community Support Program Professional I/II  
 1 Alternate Care Coordinator  
 1 Human Services Professional I/Counselor/AODA Assessor  
 1 Financial Assistance Worker  
 12 Intake/On-Call Worker

**ECONOMIC SUPPORT DIVISION**

1 Economic Support Division Manager  
 1 Economic Support Supervisor  
 14 Economic Support Specialist I/II

4 Financial Planner  
 1 Administrative Assistant I  
 1 Economic Support Assistant II

**CHILD AND FAMILY RESOURCES DIVISION**

1 Child and Family Resources Division Manager  
 1 Child Protective Services Supervisor  
 1 Intake Supervisor  
 1 Birth-to-Three/Preschool Supervisor  
 1 Wraparound/Youth Services Supervisor  
 1 Juvenile Justice Supervisor  
 2 Community Services Wraparound Coordinator  
 7 Community Outreach Worker (5 FT, 2 PT)  
 1 Community Outreach Worker/Interpreter  
 1 Family Development Worker  
 8 Child Protective Services Ongoing Prof I  
 2 Early Intervention Service Coordinator  
 3 Early Intervention Teacher  
 1 Foster Care Coordinator  
 1 Personal Assistance Case Manager/  
 Family Support Coordinator  
 1 Human Services Professional I/II  
 5 Juvenile Justice Worker

**LAND & WATER CONSERVATION (6FT, Intern)**

1 Land & Water Conservationist Director  
 2 Resource Conservationist  
 1 Water Resource Management Specialist  
 1 Administrative Specialist I  
 1 GIS & Land Use Technician  
 \*\*\* 1 Student Intern

**LAND INFORMATION OFFICE (4.5 FT, Intern)**

1 Land Information Director  
 1 Surveyor  
 1 Cartographer  
 1 Real Property Lister  
 .5 Administrative Specialist I/Deputy Treasurer (FT shared  
 with Treasurer)  
 \*\*\* Student Intern

**MANAGEMENT INFORMATION SYSTEMS (MIS) (9FT, 1 PT, 1 Student)**

1 Systems and Applications Manager  
 1 Information Technology Manager  
 \*\*\* 1 Systems Analyst  
 1 Programmer Analyst  
 2 Senior Systems Analyst  
 1 Senior Microcomputer Specialist  
 1 Microcomputer Specialist  
 1 Microcomputer Technician  
 1 Central Duplicating Clerk (PT)  
 Student Hardware Technician

**PARKS DEPARTMENT (5.6 FT, 4 PT, 7 seasonal/OPT)**

1 Parks Director  
 1 Parks Supervisor  
 1 Parks Construction & Maintenance Lead Worker  
 1 Building & Grounds Maintenance Worker

3 Parks Maintenance Worker (PT)  
 .6 Program Assistant (Shared FT with Emergency Mngmnt)  
 1 Administrative Assistant II  
 2 Seasonal Worker  
 4 Grounds Worker (OPT)  
 \*\*\* 1 Volunteer Coordinator (PT)  
 1 Dog Park Attendant (OPT)

**REGISTER OF DEEDS (5 FT)**

1 Register of Deeds  
 1 Chief Deputy Register of Deeds  
 1 Deputy Register of Deeds  
 1 Administrative Assistant I  
 \*\*\* 1 Deputy Register of Deeds I

**SHERIFF (125 FT, 6 PT, 1 LTE, 1 OPT, pool positions)**

**ADMINISTRATIVE/DETECTIVE DIVISION**  
 1 Sheriff  
 1 Chief Deputy  
 \*\*\* 1 Undersheriff (OPT)  
 1 Captain  
 1 Administrative Specialist II  
 1 Accounting Specialist I  
 2 Sergeant  
 8 Detective  
 5 Administrative Assistant II (4 FT, 1 PT)  
 \*\*\* 1 Grant Funded LTE

**PATROL DIVISION**

1 Captain  
 6 Sergeant  
 35 Deputy  
 1 Administrative Assistant II  
 1 Mechanic

**SUPPORT SERVICES**

1 Sergeant  
 5 Deputy  
 \*\*\* 4 Deputy  
 1 Administrative Assistant II  
 Pool of part-time deputies, as needed

**COMMUNICATION DIVISION**

9 Communication Operator I/II  
 1 Communication Supervisor  
 Pool of part-time Communication Operators, as needed

**JAIL DIVISION**

1 Captain  
 6 Sergeant  
 29 Deputy  
 2 Accounting Assistant I  
 1 Jail Food Service Supervisor  
 4 Cook (1 FT, 3 PT)  
 \*\*\* 1 Cook  
 2 Custodian (PT)

**UNIVERSITY EXTENSION (2 FT, pool, 4 SE, 1 intern)**

- 1 Agricultural Agent (SE)
- 1 Family Living Agent (SE)
- 1 Community Development Agent (SE)
- 1 Youth Development Agent (SE)
- 1 4-H Summer Intern
- 2 Administrative Specialist I
- Clerical Pool hours

**VETERANS SERVICE (3 FT, Pool)**

- 1 Veterans Service Officer
- 1 Deputy Veteran Services Officer
- \*\*\* 1 Veteran Benefits Specialist
- 1 Veterans Service Clerk (Pool – 1039 hours)

**ZONING (8 FT)**

- 1 Planning and Zoning Director
- 1 Zoning/Onsite Waste Systems Technician
- \*\*/\*\*2 Zoning/Onsite Waste Systems Technician
- 1 Onsite Waste Systems Technician
- 1 Solid Waste/Clean Sweep Specialist
- 1 Program Assistant
- 1 Administrative Specialist I

\* New Positions

\*\* Reclassified/New Job Title Positions

\*\*\* Unfunded Positions

\*\*\*\* Eliminated Positions

SE = STATE EMPLOYEE

September 19, 2013

**Authorized Position Summary**

2013	2014	Change	Type
469	477	8.0	Full Time Position
35	35	0.0	Part Time Position
30	30	0.0	County Board Supervisors (PT)
22	22	0.0	Seasonal/Occasional/LTE Position
556	554	1.0	Total County Positions
17.3	17.3	0.0	State Positions
572.3	571.3	1.0	Total Positions
22	27.4	5.4	Unfunded Positions
550.3	543.9	6.4	Total funded Positions

\*\*\*Note, the PT Home Delivered Meal Assessor was inadvertently missed on the 2013 position listing